

For: All Field Offices

**State and County Office Biennial Physical Inventory**

Approved by: State Executive Director

**1 Overview**

**A Purpose**

National Notice AS-2077 provides instructions for conducting a biennial physical inventory. The Administrator of FSA, James Little, has requested that our inventories be conducted before the delinquent date of August 2, 2004. This notice provides a due date of July 28, 2004 for conducting a physical inventory. The Personal Property Physical Inventory 350 Report will be faxed to county offices. This report will contain only capitalized and accountable personal property.

**2 County Office Action**

- Refer to AS-2077 for information regarding classifying personal property and conducting physical inventories.
- Conduct a room-by-room check of all personal property listed on the 350 report and make pen/ink adjustments (additions, transfers, deletions, etc.). Ensure that completed FSA-951's are on file to support transfers or deletions. Copies of State Office issued purchase orders should be on file to support additions for equipment/furniture purchased since August 2, 2002. This report will only include capitalized (SCOAP equipment, otherwise known as System 36) and accountable (\$5,000 - \$24,999) property, such as copiers and modular workstations.
- Count all controlled personal property (chairs, tables, workstations, etc.) items under \$5,000. Maintain controlled property inventory on FSA-950.
- County Office must record all their personal property on FSA-950's and submit a copy to the State Office by July 28, 2004. Do not list capitalized, accountable, and controlled property on the same FSA-950.
- CED's are responsible for maintaining inventory of all FSA's personal property. This included any Farm Loan Program property purchased with Federal funds or brought from FmHA with the Ag Credit offices. Inventory should be included on FSA-950. Do not maintain a separate inventory.

(continued)

Disposal Date	Distribution
February 1, 2005 7/19/2004	All FSA Offices

## **Arkansas Notice AS-75**

### **2 County Office Action (Continued)**

- CCE equipment is inventoried through the EATS property system at the state level by the IT staff. Do not include in Personal Property inventories required by the State Office Administrative Division.
- Minimize removing personal property items from the custodial location until completing inventory.
- Fillable form FSA-950, Personal Property Inventory, is available through the FSA Intranet Website at <http://intranet.fsa.usda.gov/fsa/> under FFAS-Employee Forms Site.

### **3 Contact**

If you have questions, contact Charlotte Murphy by email at [charlotte.murphy@ar.usda.gov](mailto:charlotte.murphy@ar.usda.gov).